

# Chicagoland's Short-Term Housing Solution



**General Services  
Administration  
Federal Acquisition  
Service Authorized  
Federal Supply  
Schedule Price List**

**Schedule 48:** Transportation, Delivery, & Relocation Services

**FSC Group:** SIN 653-9 Long-Term Housing

**Contract Number:** GS-33F-0045X

**Contract Period:** June 23, 2011 — June 22, 2016

**Business Size:** Certified Woman-Owned Small Business

**Contractor:** Manilow Suites

175 N. Harbor Drive, Suite 3007, Chicago, IL 60601

Phone: (312) 819-0050

Toll Free: (877) MANILOW (877-626-4569)

Fax: (866) 752-3251

[www.ManilowSuites.com](http://www.ManilowSuites.com)

**Contract Administrator:** Sarah Wynn

Phone: (877) MANILOW (877-626-4569)

[gsa@manilowsuites.com](mailto:gsa@manilowsuites.com)

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™ A menu-driven database system. The internet address for GSA Advantage!™ is: [www.gsaadvantage.gov](http://www.gsaadvantage.gov).



M A N I L O W S U I T E S



**Contractor Holder**  
Contract No: GS33F0045X

For more information on ordering from Federal Supply Schedules, click on the FAS Schedules button at [www.gsa.gov/fas](http://www.gsa.gov/fas)

# Ordering Information



**Contractor Holder**  
Contract No: GS33F0045X

**Contract Administrator:** Sarah Wynn  
**Phone:** 877-MANILOW (877-626-4569)  
**E-mail:** gsa@manilowsuites.com

- 1A. Authorized special item number (sin):** 653-9
- 1B. Description:** Long term lodging. See awarded contract price list.
- 2. Maximum order:** \$1,000,000
- 3. Minimum order:** \$100
- 4. Geographic coverage:** Domestically within Chicagoland
- 5. Point(s) of production:** Chicago, IL
- 6. Discount from list prices or statement of net price:**  
Discounts are based off per diem, see Awarded Contract price list.
- 7. Quantity discount(s):** None
- 8. Prompt payment terms:** None, net 30 days
- 9A. Government purchase cards are accepted at or below the micro-purchase threshold:** Yes
- 9B. Government purchase cards are accepted above the micro-purchase threshold:** Yes
- 10. Foreign items:** Not applicable
- 11A. Time of delivery:** Dependent on location and size of order. To be negotiated at the task order level.
- 11B. Expedited delivery:** Dependent on location and size of order. To be negotiated at the task order level.
- 12. FOB point:** Destination
- 13A. Ordering address:**  
175 N. Harbor Drive, Suite 3007, Chicago, IL 60601
- 13B. Ordering procedures:**  
Reservations: Contact Sarah Wynn  
Phone number: (877) 626-4569  
Email: gsa@manilowsuites.com  
Website: www.ManilowSuites.com
- 14. Payment address:**  
175 N. Harbor Drive, Suite 3007, Chicago, IL 60601  
Please include your account number and invoice number(s) for proper payment posting.
- 15. Warranty provision:** Not applicable
- 16. Export package charges:** Not applicable



# Ordering Information Continued



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17. **Terms & conditions of government purchase card acceptance:** See 9A and 9B above.
18. **Terms & conditions of rental, maintenance, and repair:** Individual credit cards are required on file for any incidentals, pet deposits, pay-per-view movies, and long-distance phone service, etc. Expenses incurred beyond the scope of the contract (i.e., damages, movie channels, etc.) are the responsibility of the guest.
19. **Terms & conditions of installation:** Not applicable
20. **Terms & conditions of repair parts:** Not applicable
- 20A. **Terms & conditions of other services:** Not applicable
21. **List of service and distribution points:** Not applicable
22. **List of participating dealers:** Not applicable
23. **Preventative maintenance:** Not applicable
- 24A. **Special attributes:** Manilow Suites is a woman owned business. The company operates as a sustainable business with special attention to green initiatives. We offer furnished apartments in a LEED gold certified building. Ninety percent of our staff uses public transportation paid for by the company. We make generous donations of our used linens to various local charities. We recycle everything from electronics to cans.
- 24B. **If applicable, indicate that section 508 compliance information is available on electronic and information technology (EIT) supplies and services and show where full details and be found. The EIT standards can be found at [www.Section508.Gov](http://www.Section508.Gov) (e.g. contractor's website or other location):**  
Not applicable
25. **DUNS number:** 845870989
26. **CCR registration:** Manilow Suites is CCR registered and expires 6/7/2012

# Awarded Contract Price List



## Awarded Schedule 48, SIN 653-9: Long Term Lodging

Manilow Suites' apartments are fully furnished and personalized to include a fully equipped living room, kitchen, bedroom and bath. Each apartment includes all utilities, flat screen televisions, a fitness center, business center, free wireless internet access and many other amenities.

Services	Unit of Issue	Price*
Studio Rent	30 days	\$2,695.00
1-Bed Rent	30 days	\$3,650.00
2-Bed Rent **	30 days	\$4,995.00

Discount Off of Per Diem Rate				
Apt. Type	Sept. to Nov.	Dec. to Mar.	Apr. to June	July to Aug.
Studio	48%	30%	42%	34%
1 Bedroom	30%	5%	22%	11%
2 Bedroom	52%	35%	48%	41%

- All rates are based upon availability.
- \*Pricing delivered will be inclusive of the 0.75% Industrial Funding Fee (IFF)
- \*\*2 bed discount is based on double-occupancy

Accessorial	Price Offered to GSA (including IFF)
Grocery Shopping	Per instance fee of \$300
Cable upgrades or PPV movies	Monthly fee of \$100



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# Reservation Process



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**E-mail:** gsa@manilowsuites.com

Manilow Suites makes it so simple. Call our sales staff or email us with your request. You will immediately hear from a member of our staff who will discuss with you the best possible option for your scenario. The whole idea is to make your transitional housing as comfortable and convenient as possible. Just bring your toothbrush and your suitcase; we will make sure you have everything you need.

- Call or email with your request.
- Manilow Suites will respond within minutes with our options and availability best suited for you.
- Once your selection is made, a simple 2 page reservation agreement will be emailed to you for your signature.
- As soon as these items are returned, a confirmation with check in instruction and apartment information will be emailed to you.
- Upon arrival Manilow Suites will contact you to ensure everything is to your liking in the apartment.
- A member of Manilow Suites staff is available to you 24-hours a day, 7-days a week should any concerns or issues arise after hours.
- Prior to departure we will call to confirm your departure date. Extending your stay is easy, we only need a 5 business day notice.
- A departure letter will be emailed to the guest and delivered to the apartment containing all pertinent information about your departure, check out time, keys etc.

## Luxury Accommodations Included

Manilow Suites provides fully furnished apartments with our own furniture and furnishings in luxury high rise apartment buildings. Francine Manilow doesn't overlook a single detail; from our weighted flatware to the colorful dishes; from the proper bedroom lighting for reading to the comfortable armrests on the sofas for lying down, putting your feet up and watching television. It's all about comfort and convenience. There is no deposit and there is no cancellation fee.

- Furniture is owned by Manilow Suites. This enables us to provide the finest in quality and comfort at the greatest value for you.
- Once week housekeeping with your own Manilow Suites' housekeeper during your entire stay.
- Your preferred brand of bath soap.
- Bath tissue, Kleenex and numerous kitchen amenities.



# Overview



**Contractor Holder**  
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**Contract Administrator:** Sarah Wynn  
**Phone:** 877-MANILOW (877-626-4569)  
**E-mail:** gsa@manilowsuites.com

Manilow Suites is the premier corporate housing provider in the Chicagoland area. With the largest staff per number of apartments in the Midwest, you can expect the most personalized service. For 32 years, Manilow Suites has provided award winning short-term accommodations to professionals in business, sports, theater and government.

Our guests receive far more than just a furnished apartment during their stay. They receive comfort, quality and care in Chicago's finest luxury properties, including: a 24-hour doorman, fitness centers, business centers, dry cleaning services, on-site emergency maintenance and indoor/outdoor pools. Manilow Suites presents the very finest corporate housing and short-term apartments for your and your employees' extended stay in this great city. Our guests enjoy something we call the ***Manilow Difference***.

## Only at Manilow

- 5 business day notice to vacate (flexible departure date)
- Complimentary groceries upon arrival
- 55-inch flat screen televisions
- Black out drapes
- Coffee filters, sugar, salt and pepper replenished weekly
- Bath soap and paper products replenished weekly

## All of our Furnished Apartments Include:

- High-quality furnishings
- Fully equipped kitchen
- Comfortable mattresses
- Luxury linens and towels
- Flat screen televisions
- DVD player
- Stereo system
- Weekly housekeeping
- Expanded cable
- 24-hour customer service
- Free wireless Internet
- Unlimited local phone service
- Utilities capped
- Clock radio with alarm